

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for my Certified Nursing Assistant (CNA) certification. I have successfully completed the required training program at [Training Institution Name] and have gained valuable experience in providing high-quality patient care.

Throughout my training, I have developed strong skills in [list relevant skills, such as patient care, vital signs monitoring, etc.], which I believe will enable me to contribute effectively to the healthcare team. Attached you will find my completed application form, proof of training, and any other required documentation as specified in the application guidelines. I appreciate your consideration of my application and look forward to the opportunity to demonstrate my commitment to providing exceptional care as a Certified Nursing Assistant.

Thank you for your time and attention. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,
[Your Name]